






RETHINK YOUR RECORDS AND INFORMATION MANAGEMENT STRATEGY: START BY CHOOSING THE BEST PARTNER FOR THE JOB



When it comes to managing your records and information, it's critical to partner with a company that has the experience and proven capabilities to store and safeguard your records while making them easily accessible when needed. As you look for the best partner, ask a few simple questions to help make the right choice.

YOU'RE SEEKING	QUESTIONS TO ASK	THE IRON MOUNTAIN ADVANTAGE
 <p>Secure Storage Space</p>	<p>How will you protect my records from theft, damage, loss, or inadvertent disclosure?</p>	<p>Iron Mountain Records Centers adhere to key facility requirements for:</p> <p>Security: Including construction, perimeter security, entry security, interior security and security planning.</p> <p>Fire Safety: Preventative measures with proven fire-safe construction and dependable water supplies.</p> <p>Environmental Controls: Comprehensive environmental conditions that safeguard your records from the elements.</p>
 <p>Secure Chain of Custody</p>	<p>Do you have documented workflows?</p>	<p>Iron Mountain facilities are governed by strict, industry-leading chain-of-custody procedures. Our proven workflows and technology-enabled tagging means you'll have complete visibility and control over your inventory at all times.</p>
 <p>Trained and Vetted Employees</p>	<p>What are your hiring and training practices?</p>	<p>Iron Mountain adheres to strict security requirements. We conduct rigorous background checks, employee screenings and formalized training to ensure the highest standards of security are maintained when protecting and storing records.</p>
 <p>Access to What You Need, When You Need It</p>	<p>Can I quickly and easily locate and access my records inventory? Can you deliver what I need physically or electronically?</p>	<p>Your records will be tagged and classified using your own terminology and made available on our intuitive Iron Mountain Connect™ web portal, helping you quickly locate and retrieve the information you need to address internal and external requests. We can deliver what you need physically or use our Image on Demand™ service to get you what you need electronically.</p>
 <p>Mobile Tools</p>	<p>How do I stay up to date when I am out of the office?</p>	<p>Using your smartphone or tablet, the Iron Mountain® Mobile app helps you stay up to date with your record orders. With this app, you can track orders, like pickups, deliveries, and supplies, as well as receive notifications about records and supply orders.</p>
 <p>A Service Provider That Understands Your Business</p>	<p>Do you understand the needs of smaller organizations?</p>	<p>Iron Mountain clients include major banks and financial firms, hospitals, professional sports teams, film studios and more than 80,000 small and medium businesses throughout North America.</p>
 <p>A Reliable Records Management Vendor</p>	<p>How many years have you been offering this service?</p>	<p>We've been a leader in records and information management since 1951.</p>
 <p>Secure Document Shredding</p>	<p>Can you securely destroy my records at the end of the retention period?</p>	<p>Iron Mountain Secure Shredding Services protect the privacy of your information by destroying paper records in a cost-efficient, safe, and compliant way. After securely shredding your documents, we recycle all shredded material and provide a "Green Report" to demonstrate your contribution to global sustainability efforts.</p>
 <p>Related Services</p>	<p>What other services do you provide other than document storage and shredding?</p>	<p>Iron Mountain offers a broad range of products and services including: Document Scanning, Secure IT Asset Disposition, Cloud Storage and Backup, Secure Business Storage and Consumer Storage - plus much more. Please visit ironmountain.com/rethink to learn about our portfolio.</p>

SECURE. CONVENIENT. AFFORDABLE.

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